

CHAPTER 3 SITE VISIT

3-1. Introduction.

a. This chapter describes the elements that should be addressed by the project team when planning and conducting a site visit. The purpose of the site visit is to:

- (1) Gather current information on site conditions;
- (2) Fill any data gaps; and
- (3) Make more informed decisions about project requirements.

b. All site visits will be conducted using avoidance techniques.

3-2. Performance Objectives. The project team should consider the following performance objectives when planning and executing the site visit:

- a. Identify specific elements which should be discussed in the SOW;
- b. Identify stakeholder requirements;
- c. Identify and review existing information on past activities at the site including site-specific reports, aerial photos, maps and geospatial data and systems information;
- d. Coordinate with local and/or state entities to discuss data sharing if data gaps have been identified;
- e. Determine the appropriate type of response action for the site or sections of the site;
- f. Determine the appropriate type of contractor (service or Architect-Engineer [A-E]) for the response action, if not previously determined;
- g. Perform sector prioritization, if possible; and
- h. Identify factors influencing the cost estimate and project schedule.

3-3. Types of Site Visits. Depending on the project, a government and/or a contractor site visit may be conducted.

a. Government Site Visit. A government site visit is conducted prior to developing the SOW and typically includes only government personnel. However, if the contractor has been

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identified at the time of the initial government site visit, the PM may invite contractor personnel to attend.

b. **Contractor Site Visit.** A contractor site visit is conducted to allow contractor personnel to gather pertinent site information for use in preparing the cost estimate and project planning documents. The contractor site visit may take place under two scenarios:

(1) Contractor personnel may be invited to accompany the government team during the initial site visit; or

(2) The government may coordinate a second site visit with contractor personnel. During this site visit, the government team would accompany the contractor attendees.

c. EP 1110-1-18 describes government and contractor site visits in further detail. Attachment 3-1 provides a checklist to assist the project team with planning a site visit.

3-4. **Site Visit Attendees.** The project team should ensure that the appropriate personnel are represented at the site visit. The personnel requirements for the government and contractor site visits are discussed below.

a. **Government Site Visit Attendees.**

(1) The primary attendees for the government site visit include:

(a) PM;

(b) Design Center POC;

(c) OE Safety Specialist;

(d) Project engineers; and

(e) Cost estimator.

(2) If the prospective contractor is known at the time of the government site visit, then contractor personnel may also be invited to attend.

b. **Contractor Site Visit Attendees.** The contractor's site visit team should be composed of no more than three personnel. One contractor participant will be the PM and one will be a qualified Senior UXO Supervisor. The contractor personnel should be qualified in accordance with the current USACE Personnel Work Standards, which are located on the OE MCX website at <http://www.hnd.usace.army.mil/oww>. The government project team will accompany contractor personnel on the contractor site visit.

3-5. Site Visit Requirements. The project team should ensure that the following requirements for the site visit are fulfilled.

a. Site-Specific Reports. Prior to the site visit, the project team should review existing site information and identify data gaps. Sources of site data available to the project team include:

- (1) ASR;
- (2) Previous site investigation reports; and
- (3) Information from previous district contractors that have worked on the site.

b. Site Visit SOW. Once a contractor is selected, the Design Center may authorize the site visit as either a purchase order or as the first task of an incrementally funded contract/task order. In either case, the contractor will be issued a site visit SOW prior to the actual site visit. Sample SOWs for both the stand-alone site visit and the site visit included as a task in a larger task order are found on the OE MCX website at <http://www.hnd.usace.army.mil/oew>.

c. Right-of-Entry. As applicable, the PM is responsible for contacting the property owner/operator to determine the need for and to arrange for the preparation of a right-of-entry.

d. ASSHP. Since the site visit is conducted in avoidance mode (i.e., intrusive work is not permitted), an ASSHP is sufficient for site visits. EP 1110-1-18 discusses the ASSHP in further detail.

e. Training. Site visit participants are not required to have Hazardous Waste Operations and Emergency Response (HAZWOPER) training.

3-6. Site Visit Information. During the site visit, the project team should ensure that information needed to prepare the SOW, cost estimate, and planning documents is gathered. The project team, in conjunction with the other attendees, should obtain information on:

- a. Site topography, soil type and vegetation;
- b. Preliminary identification of environmental concerns and environmental resources data (e.g., wetlands, endangered species, archaeological and cultural resources);
- c. Accessibility to the site;
- d. Utility locations;
- e. Potential locations for staging areas, offices, etc.;

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- f. Clear distances to inhabited buildings;
- g. Location of and coordination with the nearest hospital and fire station;
- h. Coordination with local airport and Federal Aviation Administration;
- i. Coordination with local police/sheriff/military police to assess security and fencing requirements for explosives storage magazines;
- j. Location for support zone and explosives storage magazines;
- k. Logistical coordination for lodging, equipment and vehicle rental, office space, explosives dealers, etc.; and
- l. Coordination with Range Control, Defense Reutilization Management Office, Ammunition Supply Point, and Post Provost Marshall, if applicable.

ATTACHMENT 3-1 SITE VISIT REVIEW CHECKLIST

Project Name: _____
 Project Location: _____
 Design Center POC: _____
 Preparer's Name and Title: _____
 Date of Preparation: _____

Y N N/A

General

1. Will the initial site visit be a:

- Government site visit? _____
- Contractor site visit? _____
- Combined government and contractor site visit? _____

Government Site Visit Attendees

1. Are the following personnel, at a minimum, attending the government site visit:

- PM? _____
- Design Center POC? _____
- OE Safety Specialist? _____

Contractor Site Visit Attendees

1. Are the following personnel, at a minimum, attending the government site visit:

- Contractor PM? _____
- Senior UXO Supervisor? _____
- PM (government)? _____
- Design Center POC? _____
- OE Safety Specialist? _____

2. Has the project team ensured that no more than three contractor personnel are attending the site visit? _____

	Y	N	N/A
3. Has the project team confirmed that the contractor personnel are qualified in accordance with USACE Personnel Work Standards?			
<u>Site Visit Requirements.</u> Prior to the site visit, the project team should ensure that the following requirements are fulfilled:			
• Have site-specific reports been reviewed?			
• Have any data gaps in the existing site data been identified?			
• Has the PM issued a site visit SOW to the contractor?			
• Has the PM obtained Rights-of-Entry, if applicable?			
<u>ASSHP.</u> Has the project team ensured that an ASSHP has been prepared and approved prior to the site visit?			